
TEST INFORMATION GUIDE

This test information guide provides a summary of concepts that are tested on the multiple-choice examination for the **Vehicle Permit Evaluator** job. This information can be reviewed in combination with the class specification and examination announcement to assist you in preparing for the examination.

I. WRITTEN INSTRUCTIONS**(10 Questions)**

Employees in this job are often provided with written instructions to be used to accomplish job tasks. In order to accurately and efficiently complete these assigned tasks, an employee must be able to read and comprehend written instructions. Test question topics include:

- Responding to a set of written instructions.

II. ENGLISH USAGE**(20 Questions)**

Employees in this job are often required to draft business documents, including memos, reports, and various other types of professional correspondence. Therefore, it is necessary that employees convey information in a clear, concise and grammatically correct manner. Test question topics include:

- Spelling;
- Punctuation;
- Syntax;

III. NUMERIC REASONING**(16 Questions)**

Employees in this job must perform tasks that require a basic understanding of mathematical principles. In order to accurately proofread fiscal reports or tally purchases and orders an employee must exercise a minimum level of mathematical competence. Test question topics include:

- Addition, subtraction, multiplication and division;
- Ability to understand and solve story problems;
- Fractions, percentages and decimals;

IV. RECORDS MANAGEMENT**(16 Questions)**

Records management is a significant part of this job. Interaction with various types of filing systems is often required in order to facilitate the efficient retrieval of information. Test question topics include:

- Generally accepted office practices;
- Generally accepted filing procedures and types of filing systems;
- Utilization of office forms;